

MARYLAND STATE POLICE APPLICATION MANUAL

Within 2 weeks of your POST exam you should receive a notice to the email address you provided when you initially applied for the Trooper or Cadet position. This notice will update you on your POST exam scores and your application process.

If you **pass** your POST exam, you will be notified that your application on the Online Employment Center has been unlocked.

If you **fail** your POST exam, your application will remain locked and you will be instructed on how to retake the exam.

Applicants that pass the POST exam will have their application unlocked within 48 hours of their passing notice.

To complete your application, go to jobs.maryland.gov and click the link "**My Applications.**"

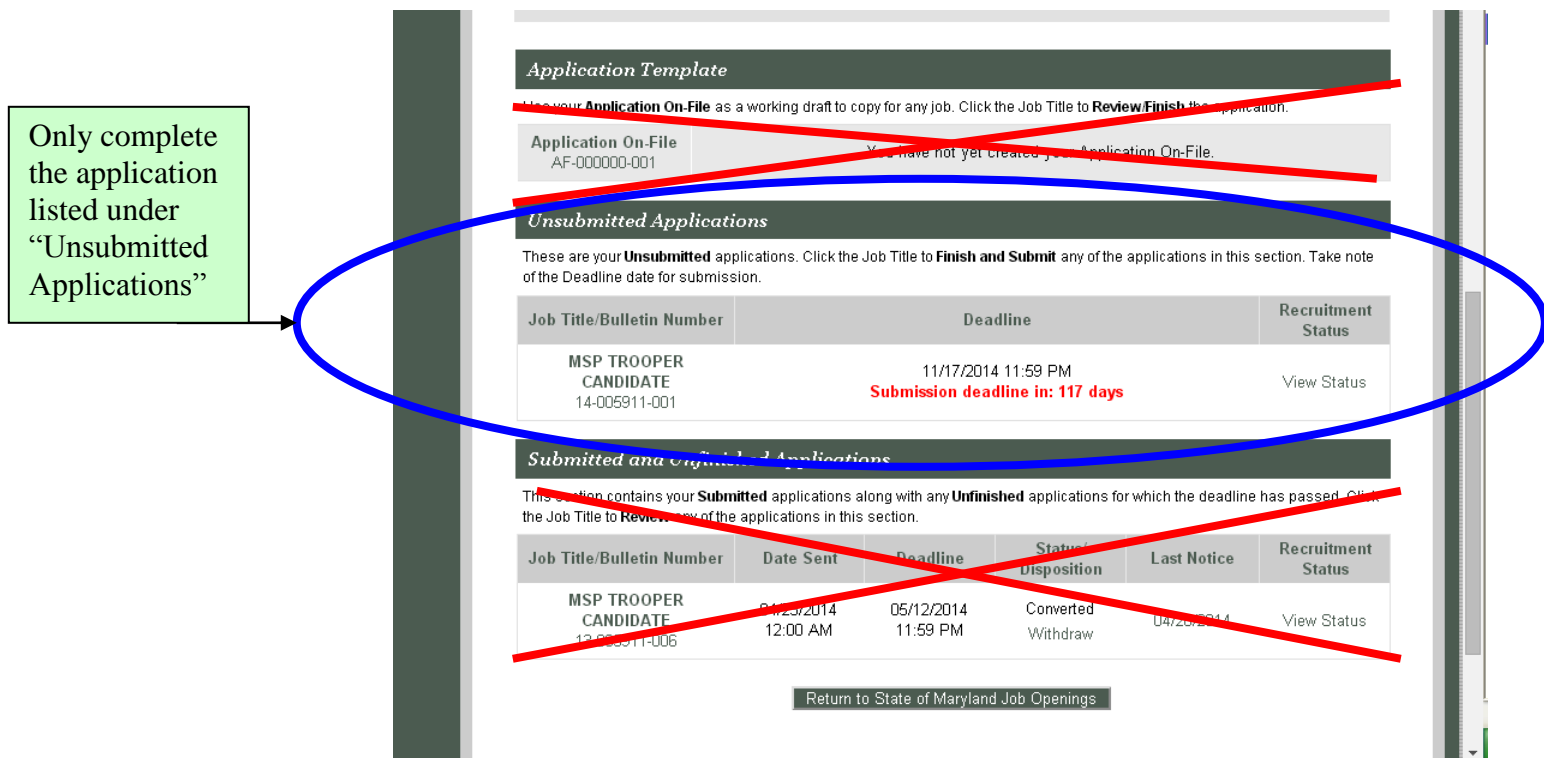


Next, login to your Online Employment Center account using the username and password that you created when you initially applied.

*If you do not remember your **username**, contact the Recruitment and Selection Unit at Jessica.dison@maryland.gov*

*If you do not remember your **password**, use the password retrieval process on the Online Employment Center*

When you login, there may be several applications listed. Please **ONLY** complete and submit the Trooper application listed in the Unsubmitted Applications.



Please ensure that you are not completing the Application Template.

For your application to be accepted you **must** digitally complete and upload to your online application the following documents, if a document is not applicable, during the document upload choose the upload option NA.

- ☐ Copy of Birth Certificate
- ☐ Copy of High School Diploma with HS transcripts / or GED certification
- ☐ Copy of College Diploma and transcripts from each college/university you have attended (if applicable)
- ☐ Copy of Driver's license and driving record from each state you were licensed in
- ☐ Copy of Selective Service Verification, found at sss.gov (if applicable)
- ☐ Photos of all tattoos and/or body modifications (if applicable)
- ☐ Foreign Education Credential (if applicable)
- ☐ DD214 (if applicable)
- ☐ Additional certifications / awards (If applicable)

The below documents are also required to be uploaded, blank copies of these documents can be found at:

<http://mdsp.maryland.gov/Careers/Pages/TrooperCadet-Application-Required-Documentation.aspx>

- ☐ Supplemental Military Questionnaire
- ☐ Essential Job Functions
- ☐ Authorization Release of Information (Notarized)
- ☐ Truthfulness Statement (Notarized)

Also available at this website is the POLYGRAPH SCREENING BOOKLET, this booklet **must** be completed in its entirety and emailed to stephanie.allen@maryland.gov before your application will be accepted for review.

If you are having issues uploading documents you may email the attachments to Stephanie.allen@maryland.gov or mail them to:

ATTN: Stephanie Allen
Maryland State Police
Human Resources Division
1201 Reisterstown Road
Pikesville, MD 21208

Please Be Advised, Applications not completed correctly will be sent back for corrections and may slow down your process.

If you are unable to complete the application digitally and would like a paper application, please email a request to jessica.dison@maryland.gov

APPLICATION WALKTHROUGH

When completing the application it is **HIGHLY** recommended the application be completed in the order shown by the tabs going left to right through all the tab sections. By completing the application tabs out of order some information may be missed.

After opening your application the first page that opens should be the SupQu tab, these are the questions you initially answered to be approved for attending orientation. Go through all the questions and ensure they are complete and accurate.

The screenshot shows a web browser window with the URL <https://www.jobaps.com/MD/admin/qquestionnaire.asp?ApID=681019&qSQoID=1677&SQForm=Y>. The page title is "MSP TROOPER CANDIDATE #14-005911-001". Below the Maryland state logo, there is a navigation bar with tabs: SupQu, EEO Information, Profile, Background, School, Work, Other, Resume, Review, Send, and Exit. The "SupQu" tab is selected. The main heading is "Supplemental Questionnaire". Below this, a message states: "You are REQUIRED to complete this supplemental questionnaire for this application and then click on the button that says 'Save & Continue'. All fields with asterisk* are required." The form contains three questions:

1. * Are you between the age of 20 and 59?
☒ Yes ☐ No
2. * If you have previously applied to MSP, then please provide when you applied and what was the reason you were not hired in the field below.
If you have not previously applied, then type "NA" in the field below.
3. * If you have a valid driver's license, then please provide the State you have a valid driver's license in.
If you do not have a valid driver's license, then type "NA" in the field below.

Question 3b is partially visible at the bottom: "3b. * Please provide the amount of current points on your license."

Once complete, Click **Save & Continue** located at the bottom of the SupQu tab.

Save & Continue

The EEO Information tab will open next; all of the questions on this page are VOLUNTARY. Please note, this is the ONLY tab where information is voluntary; all other tabs MUST be completed in full.

Once information is reviewed, click **Save & Continue**

The next tab that opens will be the Profile Tab, all fields MUST be completed if a field is not applicable to you, type NA

The screenshot shows the "Profile" tab selected in the application. The heading is "Name and General Information". Below this, a message states: "You are REQUIRED to Save". The form contains the following fields:

Personal and Contact Information	
First Name *	<input type="text" value="Theresa"/>
Last Name *	<input type="text" value="Test"/>
Middle Name	<input type="text" value="Please provide your Middle Name (leave blank if you do not have one)"/>
Aliases	<input type="text" value=""/>

When completing the application in full, **DO NOT** STOP at the STOP SIGN

APPLICANT INSTRUCTION: PLEASE STOP HERE.



Please wait for further instruction before completing the remainder of this page and all other tabbed sections of the online application.

Click the "Save My Changes" button to save any edits you have made on this page.

Save My Changes

This sign is **ONLY** for applicants that have **NOT** attended orientation or have **NOT** been approved to continue filling out the application. **ALL** applicants that have **PASSED** the POST exam are **APPROVED** to complete the rest of the application.

It is important to complete the rest of the fields on this screen listed below the stop sign and all of the other tabs.

Continue completing the Profile Tab questions located **UNDER** the STOP SIGN

The Trooper position is a **STATEWIDE** position, all applicants **MUST** be willing to work in **ALL** counties. You **MUST** click **ALL LOCATIONS** to be considered

In which locations will* you accept employment?	<input type="checkbox"/> Check All Locations <input type="checkbox"/> Allegany <input type="checkbox"/> Anne Arundel <input type="checkbox"/> Baltimore City <input type="checkbox"/> Baltimore County <input type="checkbox"/> Calvert <input type="checkbox"/> Caroline <input type="checkbox"/> Carroll <input type="checkbox"/> Cecil <input type="checkbox"/> Charles <input type="checkbox"/> Dorchester <input type="checkbox"/> Frederick <input type="checkbox"/> Garrett <input type="checkbox"/> Harford <input type="checkbox"/> Howard <input type="checkbox"/> Kent <input type="checkbox"/> Montgomery <input type="checkbox"/> Prince George's <input type="checkbox"/> Queen Anne's <input type="checkbox"/> Somerset <input type="checkbox"/> St. Mary's <input type="checkbox"/> Talbot <input type="checkbox"/> Washington County <input type="checkbox"/> Wicomico <input type="checkbox"/> Worcester
Available for*	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time

The Trooper position is a **FULL-TIME** position, you **MUST** Select Full-Time to be considered

Are you a present or past* member of a military reserve or National Guard Unit?	<input type="radio"/> Yes <input type="radio"/> No
	Type <input type="radio"/> Present <input type="radio"/> Past <input type="radio"/> Active <input type="radio"/> Inactive
	Branch of Service <input type="text"/>
	Name of Unit <input type="text"/>
Address of Unit <input type="text"/>	

This field has a character size restriction. Please only Type the State in which you are a reservist

Once all fields are complete, click Save & Continue

The next tab is the Background Tab, all questions MUST be answered, if a question does not apply to you, type NA

On the Criminal Activity, select YES if you have done any of these activities (with the exception of traffic violations) regardless of whether you were caught or convicted.

For ALL Traffic Violations, select YES and count ALL of the traffic violations you have received, this MUST include violations that were GUILTY, NOT GUILTY, NOLLE PROS, and any warnings.

Criminal Activity					
Theft*	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Malicious Destruction of Property*	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Assault*	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Domestic Assault*	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
ALL Traffic Violations*	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Marijuana/Hashish * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Cocaine * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Crack * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Heroin * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
PCP * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
LSD-Hallucinogens * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>
Amphetamines * (Illegal Possession/Use)	<input type="radio"/> Yes <input type="radio"/> No	Number of Times	<input type="text"/>	Date of Last Activity	<input type="text"/>

Any YES responses MUST have detailed information typed into the Additional Information field located DIRECTLY below these series of Yes/No questions. Please appropriately label each response with the item name that YES was indicated. For instance if YES to Theft, on the Additional Information type: "THEFT – " and then the details for thefts.

All YES responses Number of Time MUST match with the amount of instances described in the Additional Information field box.

Additional Information
<p>Please provide additional information.</p> <div></div>

Provide details to include but not limited to:

- Thefts – provide dates for all instances, what was stolen, monetary value of stolen item, whether you were caught and if caught what was the result, and any other additional relevant information
- Malicious Destruction of Property – provide dates for all instances, what was destroyed, whether you were arrested and if arrested what was the resulting case disposition, and any other additional relevant information

- Assault - provide dates for all instances, details surrounding the assault, whether you were arrested and if arrested what was the resulting case disposition, and any other additional relevant information
- Domestic Assault - provide dates for all instances, details surrounding the domestic assault, whether you were arrested and if arrested what was the resulting case disposition, and any other additional relevant information
- All Traffic Violations - provide dates for all instances, violation that occurred, details surrounding the violation (if speeding type the speed if known), what was the disposition of the violation, amount of points assigned if known and applicable, and any other additional relevant information
- CDS usage – provide dates for all instances, what was taken, if it was a prescription list who the prescription was for

Continue answering all of the Background Tab questions

Please note, the previously applied to other law enforcement agencies field ONLY allows for one entry. If you have applied to MORE THAN ONE other police agency, list all the other agencies in a WORD document or in an email and send the list to jessica.dison@maryland. You may also use the Jobaps Resume tab to provide your list of other agencies you have applied with.

Have you ever previously* applied for employment with this or any other law enforcement or security/protective/investigative agency?	<input type="radio"/> Yes <input type="radio"/> No	
	Agency	<input type="text"/>
	Current Status	<input type="text"/>

On the Character References you CANNOT list any individuals that are ALSO listed as Neighbors. They can only be listed in one of the two locations.

For Neighbors you CANNOT include/list more than one person at a single residence

Complete all the questions on the Background Tab as instructed and click **Save & Continue**

The next tab will be the School Tab. Complete all questions and list all colleges, universities and or trade schools that you have attended. Once all information is complete, click **Save & Continue**.



The next tab that opens in the Work Tab, on this tab you MUST add employment records for ALL of your past employments. There is NO date restriction.



Once all employments are listed, continue to the Other Tab.



The Other tab is where you will upload the required documents. ALL of these documents, if applicable MUST be turned in for your application to be reviewed.

IF AN ATTACHMENT / DOCUMENT IS NOT APPLICABLE, SELECT EMAIL. If this is an item that does not apply to you YOU DO NOT have to email the recruiting unit, this is merely to continue processing your application

If you are having trouble uploading documents you may select email and send the documents to Stephanie.allen@maryland.gov

To upload, click “**upload attachment**” next to all applicable items, then scroll to the bottom of the page and click “**Upload Attachments**”

Truthfulness Statement	<input type="radio"/> email	<input type="radio"/> upload attachment
Supplemental Military Questionnaire	<input type="radio"/> email	<input type="radio"/> upload attachment
Selective Service Registration Card	<input type="radio"/> email	<input type="radio"/> upload attachment
Birth Certificate	<input type="radio"/> email	<input type="radio"/> upload attachment
Essential Job Functions Questionnaire	<input type="radio"/> email	<input type="radio"/> upload attachment
Certified Driving Record	<input type="radio"/> email	<input type="radio"/> upload attachment
Tattoos	<input type="radio"/> email	<input checked="" type="radio"/> upload attachment <input type="radio"/> n/a Upload now >>

Uploaded Attachments

Description	Upload Date	Action
No attachment records to display.		

Upload Attachments

The system allows documents to be in a jpg, gif, png, pdf, doc, docx, xls, xlsx, txt, rtf files. Although not restricted, it is **STRONGLY recommended that documents be submitted in PDF files only.**

Once all documents have been listed as either email or have been uploaded, click **Save & Continue**.

The next tab that opens is the Resume tab. You may upload a paper resume although this is not required. If you have applied to multiple other law enforcement agencies you may use this open text area to list all other agencies you have applied with.

Resume

Once the resume or additional information is complete click **submit resume**.

The next tab that will open is the Review tab; the review tab will show you your entire application and allow you to edit any responses.

Once the entire application is reviewed click “**Ready to Send Application.**”

This opens the Send tab, a disclosure statement will be listed and you will be required to check that you have read and understood the statement.

Send

Once complete, click “**Send to State of Maryland**”

If you missed an area of the application that has been identified as required you will NOT be allowed to submit. If this occurs go through the entire application to ensure all areas are complete.

Instructions for completing the Polygraph Booklet

The Polygraph Screening booklet CAN be EITHER typed or handwritten.

- * Take an extra moment to check for proper spelling and grammar.
- * Your responses should be in complete, comprehensible sentences.
- * All fields are required to be complete, for explanation fields that are not applicable, type NA.
- * Provide detailed, written explanation for all YES responses.
- * Explain in full detail, all criminal activity you have been involved in. Be sure to answer: Who?, What?, Where?, When?, Why?, and How? These questions must be addressed with each incident you are describing. Also include the final disposition of any incident where you were arrested, detained or charged with a crime.
- * If you have any questions about whether an incident should be listed due to lack of severity or due to not completely fitting the parameters of the question, include the information.
- * On page 14 you MUST complete the family chart in full with the requested information, regardless of whether or not you have had any domestic incidences with a family or significant other.

Information in your polygraph booklet should match the information provided in your application. Both the polygraph screening booklet and the application will be reviewed by your assigned recruiter to ensure the information is consistent and complete.

Once the polygraph screening booklet is completed and saved in PDF format, email this as a **single PDF** document to stephanie.allen@maryland.gov.

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Once your application has been submitted and your polygraph booklet has been received by Stephanie.allen@maryland.gov your application will be assigned to a recruiter for review.

If you encounter any errors or have any technical issues when completing your application, send a message to Jessica.dison@maryland.gov, if possible, include a screenshot and details regarding the error.

Any application process questions should be directed to jessica.dison@maryland.gov

If you have any questions regarding how to complete a specific application / polygraph booklet area, please contact 410-653-4348.